



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Program Development Support Division Student Services - State Office Building Atlanta, Georgia 30334	Application Number <b>81-127</b>	
Application Number		Date Received <b>FEB 13 1981</b>	Date Completed <b>FEB 25 1981</b>
2. Person to Contact <b>Ann E. Lary</b>		Working Title <b>Student Services Coordinator</b>	
		Telephone Number <b>656-2547</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest  1979      To Date		5. Records Series Title (followed by title used in office, if different)  Student Services Coordinator's Subject Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Student Services Coordinator is responsible for the development, implementation, and improvement of vocational student services programs at the secondary and postsecondary levels, including public information, recruitment, admissions, financial aid, guidance and counseling, student records, and job placement and follow-up services. The Coordinator is also responsible for participating in the annual Tech-Days Program, the GOAL (Georgia Occupational Award of Leadership) Program, and research projects; and for conducting and participating in training programs for vocational administrators, student personnel coordinators, job placement coordinators, and career guidance counselors.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      Coordinating student services for secondary and postsecondary vocational schools.  Included are:      Correspondence and informational reports related to job placement and other student personnel services; communications to and from financial aid officers, Office of Veterans Affairs, Georgia Department of Labor and Human Resources (Vocational Rehabilitation), other units within the Office of Vocational Education, PROBE, the Georgia Articulation Commission, the armed services, and colleges, etc.; and brochures, publicity, and agreements concerning recruitment fairs, meetings, sex equity materials, and other related topics.  File is arranged:      Chronologically by calendar year; thereunder alphabetically by subject.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>6-7</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	2-6-81	Walker L. Baumgardner	2-10-81
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		2-24-81
	Secretary of State/Designee	Canell Hart	2-23-81
	Attorney General/Designee		2-24-81